

3 October 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Records Storage Problem to Date

PROBLEM

STAT Agency Records Center

Capacity of Records Center 106,800 cu. ft.

Contents at Center 82,000

At Suitland (until Dec. '70) 18,000

Total Volume on Hand 100,000 cu. ft.

Net Space available 6,800 cu. ft.

Average Records Growth:

10-year Average--increase of 6,000 feet per year During 1969--net  
drop of 4,000 feet (due to Purge).

Make up of Agency Records Stored:

Inactive Office Records 63,000

Supplemental Distribution (18,000 in Suitland) 19,000

Vital Records 9,000

Agency Archives 9,000

Total Records Volume on Hand 100,000 cu. ft.

ALTERNATIVE POSSIBILITIES

(1)

STAT

(2) Increase Records Center Capacity with Movable Shelving:

Increase Records Center 40,000 cu. ft. with \$860,000 in equipment.

(3) Return Supplemental Distribution to CRS/DDI:

Remove responsibility and supply of documents from Records Center.  
Distribution from TOP SECRET Vault, Room GH-0906, Hqs., 2,000 cu. ft.  
Store Balance of Supply  STAT 17,000 cu. ft.

(4) Store Map Supply near Map Library  STAT

STAT Store Maps  6,000 cu. ft.

(This would reduce the Supplemental Distribution volume from 19,000 to 13,000 and cut the S.D. service activity by one-fourth.)

(The Map Library personnel would have to periodically replenish their office supply themselves from this storage two buildings away.)

(5) Reconsider Security Policy on Use of Federal Records Center

Office of Security was asked by DDS to comment on our use of Federal Records Centers which GSA insists must include storage and retrieval by GSA personnel.